

You are unhappy with grade received

See the college website - [Results 2020 webpage](#)

**STAGE 1** - Contact directly to your SPL/Tutor/TA to gain your Calculated Assessment Grades (CAGs) or you can request CAGs via [Results2020@kirkleescollege.ac.uk](mailto:Results2020@kirkleescollege.ac.uk). On request there will be a maximum of 3 working days to receive your CAGs.

**Understand your results** – the college website provides guidance on understanding your final grades but you may need support on understanding this further so it is important you communicate directly with your tutors.

If you still feel your final results are incorrect due to error or malpractice you have the right to appeal your final results. Grounds for appeal must be on one of the follow points below:

- The college has made an error in submitting their CAG and/or ranking
- The exam board have made a mistake when calculating, assigning or communicating a grade
- Bias, discrimination or other factors that the college did not behave with care and integrity when determining the CAG and/or rank order.

You **cannot** base an appeal on you do not like the grade your received.

Your tutors will advise if they feel you have grounds for an appeal. If your curriculum tutors believe there are grounds to **support an appeal** they will complete the college internal appeals process on your behalf and will apply for an appeal with your awarding organisation.

**PLEASE NOTE:** You cannot apply for an appeal directly to an awarding organisation, the college must do this for you.

If your tutors **do not feel you have grounds to support an appeal** this will be communicated to you by your curriculum tutors. You will be directed to the appeals process (stage 2), and the next steps/resit process.

**Appeal has been rejected**

I am still unhappy and want to appeal

**Stage 2** – If the you disagree with your curriculum tutor decision not to support an appeal you have a right to appeal this decision.

At stage 2, you will need to complete the '[Results 2020 Appeals Request](#)' form, this can also be found on the [Results 2020 webpage](#) of the college website.

You may need support in completing this form, if so please contact the college via [results2020@kirkleescollege.ac.uk](mailto:results2020@kirkleescollege.ac.uk) or contact the college on 01484 437100 request appeals support.

On completion of the request form, the curriculum area manager for your qualification result will investigate further on the 3 grounds set in stage 1.

**Timeline:** A decision will be made within a maximum of **5 working days** of you submitting a request, it is important if you want the college to appeal this form must be completed as soon as possible to allow the time for the investigation and if successful apply to your awarding organisation.

You will receive confirmation of the results of the investigation and if the college supports an appeal or there is no ground for an appeal.

If there are no grounds for an appeal at this point you may accept the final grades and gain the support needed for their next steps or to resit exams or appeal further. Information to appeal further will be provided in the response from the curriculum manager.

**No Grounds for an Appeal**

College does not support an appeal

A third stage will be available to appeal if you are dissatisfied with the response and this will be communicated to you by the college in response to the stage 2 appeal response.

**Grounds for an Appeal**

College supports an appeal

**Grounds for an Appeal**

College supports an appeal

**Support an Appeal.**

The college will complete a request to appeal directly with the awarding organisation appeals process/portal.

You will be informed by the college of the appeal support and progress being made with an awarding organisation.

Please be aware all awarding organisation have different processes and timelines for their appeal processes.